



EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOU – HUMAN RESOURCES
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317

FAX NO. (530) 938-5380

www.siskiyous.edu/jobs

CLASSIFIED VACANCY
PERMANENT/10 MONTHS/UP TO 28 HOURS PER WEEK

POSITION: **FOOD SERVICES ASSISTANT**

FILING DATE: **OPEN UNTIL FILLED**
FIRST REVIEW: APRIL 12, 2017

SALARY: **\$12.40 - \$14.37 PER HOUR**

JOB NUMBER: **2016-17-25**

The Position

Reporting to the Food Services Supervisor/Cook or designee to assist in the preparation and packaging of food items in a cafeteria, snack bar, or for food vending machines; to serve food and perform cashiering duties in a cafeteria or snack bar; and to maintain food service equipment and facilities in a safe, clean, and sanitary condition. Employees in this classification receive direct to general supervision within a framework of well-defined policies and procedures. This job class performs a wide variety of routine to responsible duties related to day-to-day food service/cafeteria operations as assigned.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Cooks a variety of foods including main dishes, sauces, soups, meats, and vegetables
- Bakes pastry items including cookies and cakes
- Interprets, follows, converts, and/or adjusts assigned recipes
- Estimates appropriate quantities of food to be used for recipes and food items
- Assembles and prepares a variety of foods for cooking
- Operates a variety of food service equipment and machines such as oven, stove, slicer, chopper, steamer, boiler, braiser, and mixer
- Maintains work areas, storage areas, and serving counters in clean, neat, orderly, and sanitary condition
- Assists in washing utensils, plates, pots, pans, etc.
- Inventories stored, refrigerated, and frozen food; packages and stores leftovers
- Plans use of leftovers
- Performs cashiering duties
- Dishes and serves food items to students and adults
- May direct and monitor the work of others and student workers in a lead capacity
- Cooks and bakes food for special functions upon request
- Assists in the setup, preparation, serving, and clean-up of foods for special functions as assigned
- Performs other related duties similar to the above in scope and function as required

MINIMUM QUALIFICATIONS

1. Education equivalent to a high school diploma or GED
2. Two years of full-time paid experience in a school food service program, or in a restaurant serving at least 200 meals per day.

PREFERRED QUALIFICATIONS

1. Experience working in a cafeteria or snack bar
2. Completion courses or have certifications in nutrition, sanitation, menu planning, and work simplification.
3. Serve Safe Certified

KNOWLEDGE OF:

- Basic institutional cooking practices and methods
- Standard principles of nutrition, sanitation, and safety as it relates to institutional food preparation operations
- Safe and proper operation and use of equipment, machines, and utensils used in large quantity food preparation and serving operations

ABILITY TO:

- Effectively read, interpret, and adjust recipes
- Prepare and cook a variety of foods in large quantities within established time constraints
- Understand and follow both oral and written instructions
- Operate quantity food preparation and serving appliances, machines, and equipment in a safe and effective manner
- Accurately make change
- Direct and monitor the work of others in a lead capacity
- Meet the physical requirements necessary to safely and effectively perform assigned duties such as lifting heavy cases or standing for prolonged periods of time
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties

ASSIGNMENT AND SALARY

The hourly range for this classified position is \$12.40 to \$14.37 per hour. This is a 6 step classification. Placement on the district salary schedule is based upon education and experience.

PHYSICAL ABILITIES:

- Kitchen environment.
- Working around hot surfaces
- Hearing and speaking to exchange information and interact with customers.
- Dexterity of hands and fingers to cook, stir and prepare foods.
- Seeing to read a variety of materials.
- Standing for extended periods of time.
- Walking to conduct inspections.
- Lifting frequently of 25 lbs

APPLICATION PROCEDURE

To be considered for this position candidates must submit all required documents prior to 1:00 p.m. on April 12, 2017. Postmarks are not accepted. Materials submitted in addition to those listed below will not be considered in the screening process. It is the applicant's responsibility to ensure that all requested materials are received by the filing deadline. **All materials submitted are for this position only, and become the property of the District. Materials will not be returned, copied, or considered for other openings. Any travel expenses incurred are the applicants' responsibility.**

REQUIRED DOCUMENTS

The following materials should be submitted to:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
HR@siskiyous.edu

The Human Resource Office is located in the Administration Wing of the John Mantle Student Center on the Weed Campus. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

- Application Cover Sheet (Available at www.siskiyous.edu/employment/documents/ApplicationCoverSheet.pdf)
- Cover letter which addresses Minimum and Desired Qualifications
- Current Resume
- Transcripts of any college work. (Copies are acceptable to apply. The successful candidate must provide original transcripts upon hiring. Foreign transcripts **must** include a U.S. evaluation **and** translation.)
- A list of four references. Include the reference's title and current contact information. (Three of the references should have no affiliation with College of the Siskiyous.)

Information about this position may be requested by writing, calling or emailing:

Human Resources
College of the Siskiyous
800 College Avenue
Weed, CA 96094
Phone: 530-938-5317
Fax: 530-938-5380
HR@siskiyous.edu

SCREENING PROCESS

After the preliminary screening, selected candidates will be invited to the campus for an initial interview with the Search Committee. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. The Search Committee will recommend a slate of finalists to the Superintendent/President for a final interview.

The District reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.